

FES POSITION DESCRIPTION FOR WOODWORK INDUSTRY MANAGER

INTRODUCTION

This position is located in the Navy Consolidated Brig, Industry Maintenance ~~Division~~ *Dept. Industry Division*, Woodwork Industry Branch which is a Naval adult correctional facility in which personnel of both sexes (primarily male), up to a maximum of 400 persons, may be confined to serve sentences imposed by appropriate military authority. While the brig is a naval facility, occasionally civilians and members of other services may be incarcerated therein on an as-needed basis. Any Naval person sentenced to serve a year or longer serves that sentence at a consolidated brig. Additionally, any person who becomes a serious management problem at any waterfront brig or other smaller facility may be transferred to a consolidated brig.

Long term prisoners at a consolidated brig may include murderers, rapists, drug dealers, long term absentees and other such offenders. Staff consists of professional-level employees such as administrators, doctors and programs specialists as well as correctional officers, counselors and other line staff. As there is no career corrections track for Navy officers or enlisted, the incumbent serves the critical function of providing consistency of operations through staff changes brought about by normal rotation.

The incumbent is the manager of the woodwork industry at the consolidated brig and is supervised by the Industries Supervisor. The industrial program at the brig is essential to the accomplishment of the mission of the brig and requires knowledgeable supervisors capable of running shop operations of benefit to the prisoner/workers as well as to the Navy in general. The program provides productive work and job training for prisoners and performs needed work for the Navy at a substantial cost savings over other alternatives. As a primary industrial training activity for the brig the woodwork branch employs a considerable number of prisoners and requires considerable planning, supervision, and evaluation.

MAJOR DUTIES

Incumbent serves as supervisor of the woodwork industry for the consolidated brig. As such, the incumbent performs the following tasks: as foreman over a workforce of approximately 15 inmates performing work comparable to wood working WG-8.

—Directs actions of subordinates in implementing production contracts. Schedules all work, schedules shifts and assigns prisoner labor to accomplish that work. Coordinates work schedules through supervisor to ensure schedules do not conflict with other brig activities. Demonstrates procedures, answers questions and delivers or procures the delivery of training for prisoner/workers. Maintains work evaluations and recommends favorable or unfavorable actions based upon those evaluations. Develops and maintains production efficiency records. Prepares woodwork industry long range plans.

—Determines supply and equipment needs and justifies those needs to budget supervisor through immediate supervisor. Procures supplies and equipment subject to supervisor's approval or delegation of approval authority to incumbent. Ensures supplies and equipment are in adequate quantity and quality and that such are maintained properly and waste is prevented. Ensures all items are delivered according to schedule and to the correct individual. Inspects all incoming and outgoing items for quality, suitability and utility. Ensures all products meet required specifications prior to delivery to customer.

—Supervises one chief petty officer and approximately 15 prisoner/workers during work shifts. Incumbent approves leave and writes evaluations for military subordinates. Evaluates subordinates and leads through direction, consultation and example. Responsible for technical training of subordinates in work methods and procedures, proper use of equipment, safe work practices, and the operation of equipment required to perform woodwork tasks. Assists security personnel in maintaining security. Monitors operation continuously to ensure work is performed in a safe, efficient manner and a steady workflow is maintained. Handles workers' complaints and notes constructive suggestions implementing same if appropriate.

—Maintains and submits all woodwork industry-related records and reports as appropriate. Ensures constant accountability of all materials and finished products. Reports any inconsistencies, irregularities, to supervisor immediately.

—In conjunction with supervisor and other involved parties, establishes policy and procedure for the woodworking industry. Plans projects, monitors progress and evaluates effectiveness and efficiency of the branch. Organizes the work assignments, budgets time of subordinates, and plans for timely completion of all tasks. Handles emergencies and priorities in accord with operating procedures as established. Incumbent is responsible for planning operations ahead and avoiding backlogs to the greatest extent possible. Advises brig administration, through supervisor, in all matters pertaining to woodwork activities. Performs estimates for jobs as appropriate. Monitors adherence to NAVOSH standards.

—Performs other tasks as directed by supervisor.

FACTOR 1. Knowledge Required by the Position

Working knowledge of all functions normally involved in the operation of a woodwork industry. Direct experience/education in woodworking, finish and rough carpentry. Knowledge of proper use of equipment and supplies and the avoidance of excessive waste. Knowledge of materials estimation and quality control. Ability to supervise subordinates in a productive, constructive manner. Ability to deal effectively with superiors, peers, subordinates and others associated with the woodwork industry of the brig.

FACTOR 2. Supervisory Controls

Incumbent is responsible for day-to-day management of woodworking operations to include all routine operations necessary to complete assignments. Answers to the Industry Supervisor and is responsible for carrying out job responsibilities with minimum supervision. Exercises substantial latitude in making decisions on routine operations but obtains approval of supervisor for any substantial departures from established policy and procedure. Supervisor evaluates subordinate based on the quantity and quality of results achieved.

FACTOR 3. Guidelines

Guidelines are established by federal specifications, customers' requirements and Navy specifications and requirements. Incumbent must evaluate and follow these guidelines using judgment to make adjustments as necessitated by variance in materials or production methods. Independent judgment is often exercised under the general supervision of supervisor.

FACTOR 4. Complexity

Each individual job requires a different amount of time, different materials and varying production methods and manpower. Incumbent must manage all these factors to ensure a smooth and productive work flow. Substantial originality and initiative must be employed in this management. Must be able to combine administrative and trade skills to ensure both products and operations are successfully accomplished.

FACTOR 5. Scope and Effect

The woodwork industry is one of several shops with the dual purpose of providing meaningful work for prisoners as well as providing a cost-saving service for the Navy. Failure to maintain a fully operational, properly supervised woodwork industry would seriously hinder the accomplishment of the brig mission.

FACTOR 6. Personal Contacts

Contacts are with other industrial shop managers, contacts from other government agencies and private concerns and with prisoner/workers, superiors and peers. Contacts are in person, by telephone and in writing.

FACTOR 7. Purpose of Contacts

Contacts are for the purpose of coordinating work projects, procuring materials and equipment and ensuring that work is accomplished properly.

FACTOR 8. Physical Demands

Work involves substantial walking and standing as well as moving and using equipment which can require the ability to lift up to 25 pounds.

FACTOR 9. Work Environment

Incumbent observes normal safety and personal security precautions required when working with prisoners in an industrial shop environment.